

PUBLIC HEALTH PROGRAM MANAGER I

DEFINITION

Under general direction, is responsible for the management of a public health service in the Columbus Health Department; performs related duties as required.

EXAMPLES OF WORK (Any one position may not include all of the duties listed, nor do the examples cover all of the duties that may be performed.)

Promotes, establishes or expands health care services or educational programming throughout the community;

Collects and analyzes data relevant to health care services or educational programs;

Responds to health related questions and serves as a department representative on boards and committees in the community;

Evaluates program, ensures compliance to standards and requirements and recommends changes to services, materials or operations;

Provides technical assistance, provides resources to or conducts educational programs for civic groups, health organizations, employee groups and others;

Develops and implements procedures for a health care service or educational program;

Prepares reports detailing activities, facilities and funding for a health program;

Responds to and provides leadership for public health emergencies and significant events;

May have limited supervisory responsibility.

GUIDELINES FOR CLASS USE

Positions allocated to the Public Health Program Manager I classification are responsible for the management of a well-defined program(s). This classification is characterized as having individual contributor accountability and requiring moderate problem solving responsibility.

MINIMUM QUALIFICATIONS

Possession of a bachelor's degree and two (2) years of experience conducting or coordinating public health services or educational programming. Substitutions: Possession of a master's degree may be substituted for one (1) year of the required experience.

Some positions allocated to this classification may require State of Ohio certification or licensure due to the nature of or the funding requirements for the program.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of community organizations and services as they relate to public health; some knowledge of budgeting principles and practices; ability to interpret statistics, probabilities and graphs; ability to read and comprehend technical journals, financial reports and legal documents; ability to organize and summarize information in written format; ability to express and understand ideas communicated with people of diverse backgrounds.

Probationary Period:	365 Days
Examination:	Noncompetitive
Class Code:	1744
Job Family:	Health & Social Services
EEO Job Category:	Professional
Compensation Plan:	ASR (Health)
Salary:	Grade 90
Class established:	08-10-87
Current spec:	08-30-04
Commission action taken:	Revise Revise/Retitle (Health Program Coordinator 7/14/99) Revise/Merge/Retitle (various Public Health classifications-PH Educ Coord (6/27/94)
Last reviewed:	08-30-04